

DEPARTMENT OF
DEFENSE, VETERANS AND EMERGENCY MANAGMENT
Military Bureau
Joint Force Headquarters, Maine National Guard
Camp Keyes, Augusta, Maine 04333-0033

12 May 2016

TECHNICIAN POSITION VACANCY ANNOUNCEMENT #16-058

****EXCEPTION TO HIRING FREEZE****

POSITION: Family Program Specialist (D1743000) (GS-0301-07/09) EXCEPTED POSITION

LOCATION: DCSPER, Family Program Office, Augusta, Maine

SALARY RANGE:

\$40,033 to \$52,043 per annum GS-07

\$48,968 to \$63, 654 per annum GS-09

CLOSING DATE: 31 May 2016

AREA OF CONSIDERATION:

AREA I - All permanent and indefinite Enlisted Technicians in the Maine Army National Guard.

AREA II – Enlisted personnel in the Maine Army National Guard.

PERMANENT CHANGE OF STATION (PCS): PCS expenses may not be authorized for this position. Authorization for payment of PCS expenses will be granted only after a determination is made that payment is in the best interest of the Maine National Guard.

DUTIES: See attached duties and responsibilities.

QUALIFICATIONS: This position may be filled at the GS-07 or GS-09 grade. If filled at the GS-07 grade, the individual selected may be promoted to GS-09 grade without further competition when it has been determined that the individual meets the qualifications required for promotion to the higher grade.

MINIMUM QUALIFICATION REQUIREMENTS: Each applicant must show that they meet the General and Specialized Experience listed below; otherwise, the applicant may lose consideration for this job.

GENERAL EXPERIENCE: Administrative or clerical experience, education, or training which demonstrates the candidate's ability to perform the duties of the position.

SPECIALIZED EXPERIENCE: Must have twelve (12) months experience for the GS-07 level and have twenty-four (24) months experience for the GS-09 level, which required the applicant to acquire and apply each of the following knowledge, skills, and/or abilities:

GS-07

1. Knowledge of goals and methodology community and local outreach programs.
2. Skill in using various computer software databases, spreadsheets, and word processing.
3. Ability to communicate effectively both orally and in writing.
4. Ability to interpret regulations, policies and laws.
5. Skill in establishing and maintaining effective working relationships.

GS-09

1. Knowledge of the principles, policies, program goals and methodology of the National Guard quality of life programs.
2. Ability to gather and analyze information on problems and difficulties of obtaining assistance using the current system, to provide programs that address such problems, and to recommend action to improve the system.
3. Ability to plan and coordinate briefings and training events to staff, units and volunteers to obtain their support of the program.
4. Ability to establish and manage a volunteer program, including recruiting, developing and maintaining a list of organizations that can utilize volunteers, maintaining records of volunteer contributions, and establishing a system for recognizing the contributions.
5. Skill in establishing and maintaining effective working relationships using tact and diplomacy in interacting with individuals/families and program support representatives.
6. Ability to collect, evaluate, and disseminate information and assess strengths, weaknesses, and needs of serviced population in order to establish program goals, objectives, and procedures.

COMPATIBILITY CRITERIA: MOS: 00F

HOW TO APPLY: Detailed instructions are contained in an Instruction Guide titled "Technician Vacancy Announcement Guide" which should be posted with this vacancy announcement. Applicants may apply using the OF Form 612 Optional Application for Federal Employment, a resume, or any other format they choose. In addition to their basic application, applicants are strongly encouraged to complete ME Form 171, Military Experience and Training

Supplement. Applications forwarded to HRO should be no more than eight (8) pages although additional pages may be submitted as necessary. Applications should include written or documented proof of education, training, and work experience deemed necessary to adequately respond to general and specialized experience factors listed in the TPVA. Professional licenses or education transcripts necessary to validate qualifications should be submitted as required in the TPVA. Do not include photo copies of awards (a military ribbon rack or civilian certificate), letters of commendation, enlisted or officer performance reports, Technician performance appraisals, and personal photos unless specifically requested in the TPVA. Applications must be forwarded to: Joint Force Headquarters, ATTN: HRO, Camp Keyes, Augusta, Maine 04333-0033, NOT LATER THAN the closing date. Applications received AFTER the closing date WILL NOT BE CONSIDERED. The use of government envelopes, postage or facsimile machines to submit applications is prohibited. We are allowed to receive facsimiles sent from non-government facsimile machines. The inter-office distribution system may be used. You may also e-mail it to: ng.me.mearng.list.hro-applications@mail.mil

APPOINTMENT: Selectee will be required to participate in Direct Deposit/Electronic Funds Transfer as a condition of employment. The Adjutant General retains exclusive appointment authority for Technicians. No commitment will be made to any nominee prior to a review of qualifications by this office. The Maine National Guard is an Equal Opportunity Employer. All appointments and promotions will be made without regard to race, color, creed, sex, age or national origin.

DISSEMINATION: Supervisors, please post to bulletin boards, read at unit formations and notify personnel who may be interested. Qualified personnel who may be absent during this announcement period due to ADT, AT, TDY, school, illness, etc., should be notified.

WORK: DSN 626-6013/COM (207) 430-6013 FAX: DSN 626-4246/COM (207) 626-4246

FOR THE HUMAN RESOURCES OFFICER:

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LISA M SESSIONS
MAJ, EN
Human Resources Specialist
(Recruitment & Placement/Compensation)

a. INTRODUCTION:

This position is located in the Joint Force Headquarters (State), Manpower and Personnel Directorate (J-1), Support Programs Division. The primary purpose of this position is to serve as a team member and advisor on Family Program issues, assist in the development, planning, implementing, and administering the Family Program concerning family and quality of life issues.

b. DUTIES AND RESPONSIBILITIES:

(1) Serves as an advisor on quality of life and Family Program matters for National Guard and reserve members with the goal of maximizing retention and readiness. Assists in the development, planning, and implementation of the Family Program, which includes readiness, volunteer management and improving the quality of life and well being of members and families. This includes issues involving benefits, entitlements, scheduling events, missions, roles, and functions of the National Guard.

(2) Assists in planning, maintaining, and updating an ongoing system of information and referral for use by the military community. Coordinates dissemination of information. Prepares and disseminates information to staff and units to provide to family members and stimulate interest and support on benefits and entitlements. Conducts or assists in conducting seminars, conferences, and workshops as appropriate. Conducts needs assessments to identify other programming needs of family members. Assists in developing and maintaining local information and referral programs. Provides technical assistance to personnel publicizing quality of life and the Family Program. Conducts briefings and training for staff and units to stimulate interest, support, and provide necessary information. Provides technical assistance to personnel publicizing the Family Program.

(3) Receives and maintains volunteer hours contributed; supports Family Readiness Groups; designs and conducts training programs for volunteers; and designs and conducts volunteer recognition activities. Identifies key volunteers at the unit level to serve as volunteer coordinators. Develops standard formats and procedures to collect data. Initiates and provides technical assistance for the development of Family Readiness Groups. Identifies training programs and recognition activities for volunteers. Implements Guard Family Team Building (GFTB) and Guard Family Action Plan (GFAP) programs. Develops standard formats and procedures to record volunteer hours and to collect other volunteer related data. Identifies and maintains current listings of professional volunteer literature and training materials for the orientation for current and new volunteers.

(4) Serves as representative at conferences and meetings on quality of life and Family Program matters. As required, prepares, explains, and defends budgets relative to quality of life and Family Programs. Provides staff assistance to local units in accomplishing the objectives of the program. Conducts staff assistance visits to ensure

that policies conform to guidance, to assist and gather information for new initiatives and direction. Provides technical interpretation and guidance.

(5) Plans and coordinates mobilization processes for pre-deployment, deployment, and post-deployment issues. Coordinates with local community resource agencies, i.e., active duty installations, American Red Cross, and military health benefit administrators.

(6) Advises chain of command of current and proposed programs and policies requiring modification to improve family readiness and wellness. Ensures all recommendations are in accordance with applicable guidelines, policies, and regulations. Provides staff assistance and conducts visits to ensure policy guidelines are met.

(7) Coordinates the state family youth program that addresses issues and concerns of youth related to Guard life and youth readiness and well being. Coordinates with local youth related organizations and agencies.

(8) Performs other duties as assigned.